

## Fire and Evacuation Procedure

The safety of all children, team members and visitors at Raised In are paramount. The Nursery Manager and nominated team members will ensure that clear procedures are in place for the safe evacuation of children, visitors and team members, including those who may be disabled, from the nursery.

We ensure our premises present the least possible risk of fire by providing the highest possible standard of fire protection. The nursery management and team are trained and familiar with current legal requirements. If required, we seek further advice from a competent person, such as our fire officer, or fire safety consultant.

### **Our emergency evacuation (detailed below) shows the following instructions:**

1. How children are familiar with the sound of the fire alarm
2. How the children, team and parents/ carers know where the fire exits are
3. How children are led from the building to the assembly point
4. How children will be accounted for and parents/ carers contacted
5. Where fire extinguishers and blankets can be found

### **1. Fire Alarm**

The sound of the alarm is identified by a continuous loud ringing throughout the nursery which the team and children are familiar with through discussion and regular fire drills.

If the fire alarm fails to go off to warn of a fire, a verbal warning will be given to warn the setting of the fire.

### **2. Fire Exits**

Fire exits are clearly marked and are kept clear at all times. Wall signs are mounted to direct the team and visitors to the fire exits and emergency lighting will illuminate the exit route.

### 3. Fire drill procedure

Nursery buildings within a community building carry out their own fire drills. The landlords of the building are responsible for carrying out the weekly fire alarm test for the whole building. The nurseries will carry out fire drills and alarm checks independently.

Records are kept of fire drills and the servicing of fire safety equipment. The fire drill log (located in the nursery office) is completed after every fire evacuation and must contain:

1. Date and time of the drill
2. How long it took
3. How many children, team members and visitors
4. Whether there were any problems that delayed the evacuation
5. Any actions taken to improve the drill procedure.

The Fire Safety Officer, or a delegated responsible person, undertakes a weekly visual inspection of all fire-fighting equipment to ensure that they are in the correct location and have not been tampered with.

#### Fire Extinguishers & Blankets

There is a fire blanket in each of the nursery kitchens. These are checked annually by the fire officer and certificates are recorded, the team are also given training on how to use the appropriate fire extinguisher.

Fire extinguishers are situated throughout the nurseries appropriately as recommended by third-party fire service companies.

#### On discovering a fire the Nursery Manager will call the fire brigade: 999

- Calmly raise the alarm by blowing the whistle/ringing the bell/breaking the alarm glass.
- Immediately evacuate the building under guidance from the manager on duty/ fire marshal.
- Using the nearest accessible exit, lead the children out, and gather at the appropriate fire assembly point.
- Close all doors behind you wherever possible.
- Do not stop to collect personal belongings while evacuating the building.
- Do not attempt to go back in and fight the fire.

- Wait for emergency services and report any unaccounted persons to the fire service/police.

Each nursery has an individual fire evacuation procedure displayed within the nursery.

All children and visitors will be led from the nursery to the assembly points.

### **The manager/fire marshal/team leader needs to:**

- Pick up the children's register, team register, mobile phone, keys, visitor book and fire bag/evacuation pack (containing emergency contacts list, nappies, wipes and blankets).
- Telephone emergency services: dial 999 and ask for the fire service.
- In the fire assembly point area –check the children against the register.
- Account for all children, and adults: team members and visitors.
- Advise the fire service of anyone missing and possible locations and respond to any other questions they may have.

### **Children's Details & Contacting Parents/Carers**

Folders containing children's contact information will be taken out by the manager, who will contact parents/carers in the event of an emergency. The room leaders will call the registers to make sure all children, team members and visitors are accounted for. The visitor's book will also be collected.

An emergency bag will be taken out on fire drills, this will also include mobile and telephone numbers of children, team members and visitors, and a first aid kit.

**Timetable of Safety Checks**

Item	Frequency	Notes
Fire alarm drills	Landlord - Bi-annually	Landlord fire drills done every 6 months
	Raised In - 8 weeks	Raised In fire drill every 8 weeks
Emergency lighting	Monthly	Switch off all lighting fuses to check emergency lights
Fire extinguishers	Weekly	Visual checks by Raised In team
	Annual	Servicing by supplier

**Signed:** Nicola Brimble, Head of Nursery

**Date:** 19 December 2023

**Review Date:** December 2024

**This policy links to:** Accident and Emergency Policy and Health & Safety Policy